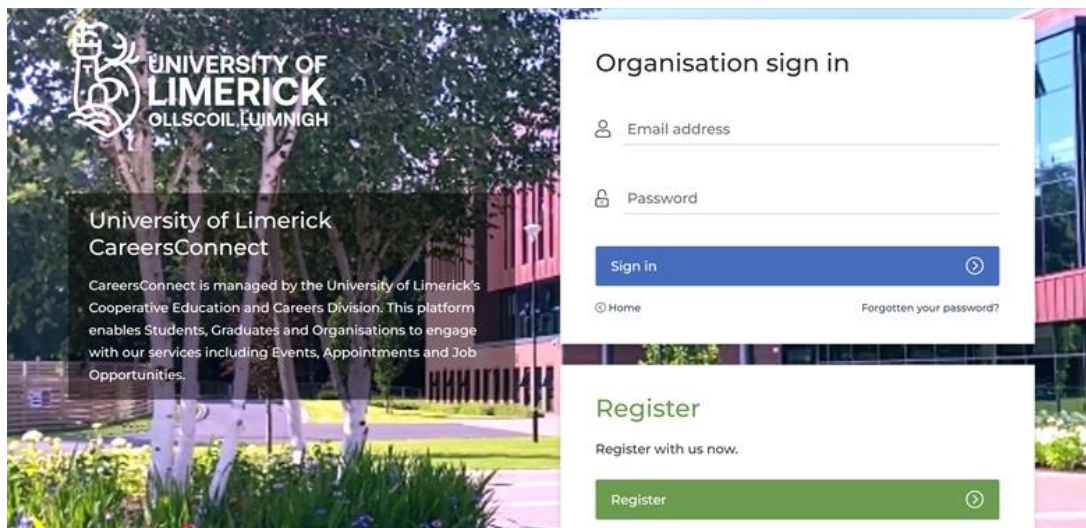
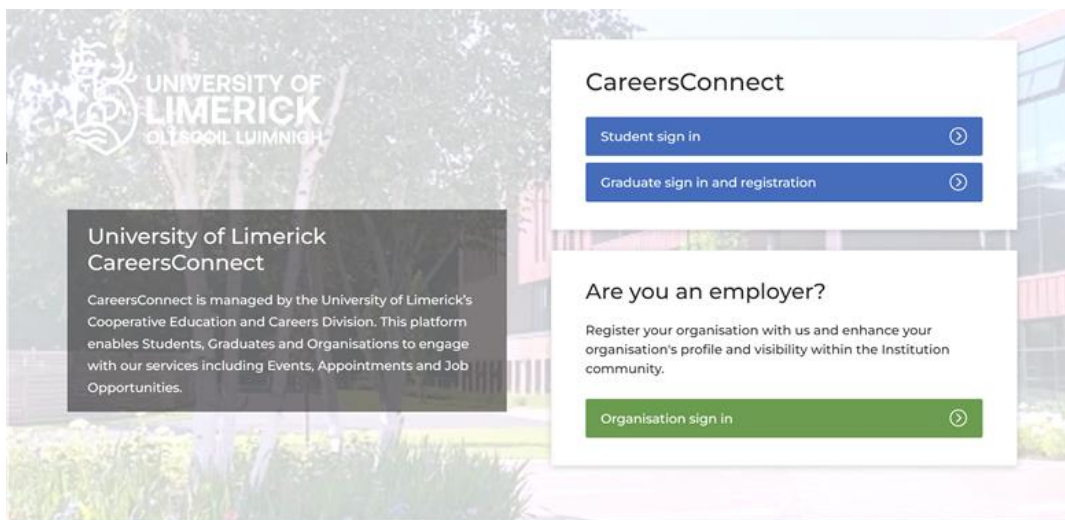


How to register with the UL Careers Service online vacancy system.

<https://careersconnect.ul.ie>

**Start Under “Are you an employer?”, click on “Organisation sign in”**



**Step 1** Fields marked with an \* must be completed. Complete organisation information details. Click on “Next”.

Please enter the following information to create your organisation profile.

**Profile information**

Full organisation name \*

Organisation description (500 characters max, 50 characters min) \*

Address details

Organisation address \*

County:

Postcode

Region: \*

Country \*

Other details

Service band: \*

Website URL

Twitter username

Organisation logo

\* Required fields

[Next](#) [Cancel](#)

**Step 2** Complete fields as necessary. Fields marked with an \* must be completed. Click on “Next”.

Please enter the following information to create your organisation profile.

**Other information**

Size of organisation \*

Primary Occupational Area \*

Are you a recruitment agency?  Yes  No

Owner

\* Required fields

[Previous](#) [Next](#) [Cancel](#)

**Step 3** Click on “Next”.

Please enter the following information to create your organisation profile.

**Organisational structure**

Are you a  Single or top-level organisation  Subsidiary organisation  Division within an organisation

\* Required fields

[Previous](#) [Next](#) [Cancel](#)

**Step 4** Complete new contact information. Click on “Add User”.

**i** To add a new contact please complete the details on this page.

Type of contact \*

Title

First name \*

Last name \*

Job title

Department

Contact number \*

Primary email \*

Organisation  Use Alternative Organisation (below)  Use Selected Organisation

Contact address  Use Alternative Address (below)  Use Organisation Address

Notes

Access restriction groups

Profile photo

The image must be a PNG, JPG or GIF and no larger than 200kb.  
Please ensure pictures are displayed in a normal format so for best results please use a square photo with your face in the centre.

**Account Settings**

Contact can log into system  Yes  No

Send organisation mailings to this contact?  Yes  No

Hide contact from organisation  Yes  No

\* Required fields

**Step 5** Click “save” to complete.

**i** Please enter the following information to create your organisation profile.

**Organisation Users**

1 To 1 of 1 results

Full name	Primary email	Primary number	Job Title	Type of contact	Status	Can log in
Example Example	Example.Email@Ul.ie	0000000000000		General Contact	Receive mailings	✓ Yes

25 50 75 100

User "Example Example" has been updated/created.

**Once your organisation has been approved by the UL Careers Service you will receive an e-mail and you can add vacancies to the website.**